

	INDIANA DEPARTMENT OF CHILD SERVICES	
	PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
	Section 2: Emergency Shelter Care	Version: 1

## GUIDANCE

### Emergency Shelter Care

*IC 31-37-22-5*

*Placement of child in public or private facility for children*

Emergency Shelter Care Placements may be entered on the “ESC Referrals” and/or the “Placements” grid, depending on whether there was a court order for the youth to be removed from the home and placed in a facility.

To add a placement, click on the “Placements” tab and answer the question, “Has there been a court ordered removal and placement?”

- Answer “No”: If the youth was placed in Emergency Shelter Care without a court order (e.g. by Law Enforcement) and there was no court order that sanctioned the removal (i.e. at a Detention Hearing within 48 hours of the removal), the answer to the question is “No” and only the “ESC Referrals” grid is displayed. Continue to the instructions immediately below for this process.
- Answer “Yes”: If the youth was legally removed from home, either by a court order at the time of placement or at a Detention Hearing within 48 hours of the placement, the answer to the question is “Yes” and the “Placements” grid is displayed. The court order must include findings that it was in the child’s **best interest** to be removed and would be **contrary to his/her welfare** to remain in the home, that **reasonable efforts** were made to prevent the removal OR no reasonable efforts were required due to the emergency nature of the situation and that the responsibility for **placement and care** was given to the Probation Department. Continue to Section 2: Placements Wizard for instructions on this process.

Once “No” is selected, the only action that can be taken is to click on the blue “Add ESC Placement Referral.” This will allow the PO to enter an ICPR for the ESC stay without having to provide the income, hearing, and permanency plan information. As this is not a legal removal, eligibility for federal funding is not required.

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**Session**

**Services for Children - Emergency Shelter Care (no Court Order for Removal)**  
 A referral should be created for this placement only if there has NOT been a court order for removal from the home.

**Select County:**

**Source:**  
 Probation

**Source ID:**  
 100000231722

**Description:**

**Case County:**  
 ALL

**Current User:**  
 Test 1 PO

**Enter Service Dates:**

Current Date:  Start Date\*  End Date\*

Referred Persons	Role	Birth Date	Age	CANS
Abby Basic	Child	07/01/1997	15	0

Select the provider from one of the following:

It is critical that both the date and time be set on the Start Date and End Date fields for an ESC. Use the calendar to set the date and the clock to set the time. Provider payment is based on the number of hours that the youth remained in this setting. Then select from the drop down the provider of the shelter care. These are listed alphabetically; scroll to find and select the appropriate provider.

Upon clicking "Save", the ICPR is created and the data is saved to the Placement tab. If services need to be authorized for the youth/family, simply return to the Case Information page to use the KT Service Referral wizard. A single case can be used to authorize both services and the ESC placement.

If the youth were to be legally removed at a later time when the case is still open/active with an ESC and/or services, simply change the answer to "Yes" that the child is now being legally removed and placements can be added to the case as well.

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**CASE: - Basic Abby** Tuesday, June 04, 2013

**Action:**

**Case Information** **Services** **Placements** **Attachments** **Notifications**

Has there been a court ordered removal and placement?\*: ☒ No ☐ Yes

**ESC REFERRALS:** [Add ESC Placement Referral](#)

	Start Date	End Date	Provider Name	Print
13074271	2/8/2013 10:00:00 PM	2/9/2013 2:00:00 PM	LUTHERWOOD RESIDENTIAL TREATMENT CENTER 32095	

If the ESC placement referral has been created in error or it is later determined that it was a legal removal and needs to be created as a placement, simply click the red X on the right hand side of the ESC grid to delete the ICPR and set the answer to "Yes" for 'Has there been a court ordered removal and placement?'

